



COMMUNITY SERVICES COMMISSION

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**Susan Gomez, Vice Chair
Toni Blackstock
Nancy Marcus
Leena Iyar**

TOWN OF LOS GATOS COMMUNITY SERVICES COMMISSION

**FEBRUARY 7, 2008
5:00 P.M.**

**208 East Main Street, Room 208
Neighborhood Center (Upstairs)
Los Gatos, California**

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Community Services Commission meeting.

The purpose of the Community Services Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Community Services Commission meetings include, but is not limited to:

- Addressing the Community Services Commission without first being recognized;
- Interrupting speakers, Community Services Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Community Services Commission meetings and treat everyone with respect and dignity.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (408) 354-6888. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]

**COMMUNITY SERVICES COMMISSION
FEBRUARY 7, 2008 AGENDA, PAGE 2**

1. ROLL CALL

1.1 Introductions

2. MINUTES

2.1 Approval of December 6, 2007 Minutes (Attachment 1)

3. COMMUNICATIONS

(Three minute time limit per speaker for subjects not on agenda.)

3.1 Verbal

3.2 Written

4. STAFF REPORTS

4.1 Approve Staff Report Regarding Town Green Activities (Attachment 2)

5. COMMITTEE REPORTS

5.1 Grant Evaluation Committee: Review Project Schedule (Gomez) (Attachment 3)

5.2 Steering Committee: Council Commission (Cardillo)

5.3 Disaster Preparedness/CERT Activities: Informational Report (Cardillo)

6. LIAISON REPORTS: Informational Reports

6.1 General Plan Committee (Cardillo)

6.2 County Housing and Community Development; Citizens Advisory Committee's Orientation Meeting (Gomez)

6.3 Town Youth Commission (Iyar)

6.4 Drug Free Community (Blackstock)

6.5 Senior Consortium/Council on Aging (Marcus)

6.6 West Valley Green Leaf Committee (Currie)

7. OTHER BUSINESS

7.1 Community Services Connections: Commissioner Reports

8. ADJOURNMENT

ATTACHMENTS:

1. December 6, 2007 Minutes

2. Staff Report Regarding Town Green Activities

3. Community Grant Process

ATTENDANCE: Please contact the Commission Chair or the Community Services Department at (408) 354-6888 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from four regular meetings held in a twelve month period, shall surrender his or her office on the Commission.



MEMORANDUM

Community Services Department

TO: COMMUNITY SERVICES COMMISSION

FROM: REGINA FALKNER, ~~COMMUNITY SERVICES~~ DIRECTOR

SUBJECT: ENVIRONMENTAL INITIATIVES

DATE: February 1, 2008

EXECUTIVE SUMMARY:

This report is intended to update and inform the Commission about the Town's ongoing climate protection activities and offer an opportunity for comment.

BACKGROUND:

On September 4, 2007, Council authorized Staff to work with Joint Venture Silicon Valley (JVSV) Climate Protection Task Force to develop strategies for reducing greenhouse gas emissions from city, county and other public agencies' operations through a regional greenhouse gas (GHG) reduction plan and a Municipal Operations GHG inventory. Together with a minimum of 20 other local municipalities, JVSV has formed a purchasing pool to partner with ICLEI and SSV to provide consulting services at a reduced fee of \$13,000 per city, county, or district. This volume of purchasing agreement achieves economies of scale and substantially reduces the normal fee of \$20,000 to \$25,000 per client.

International Council for Local Environmental Initiatives (ICLEI)

ICLEI is an international association of local governments and national and regional local government organizations that have made a commitment to sustainable development. More than 700 cities, towns, counties, and their associations worldwide comprise ICLEI's growing membership. ICLEI provides technical consulting, training, and information services to build capacity, share knowledge, and support local government in the implementation of sustainable development at the local level.

Sustainable Silicon Valley (SSV)

SSV is a collaboration of businesses, governments, and non-governmental organizations that are identifying and addressing environmental and resource pressures in Silicon Valley. Their first initiative is to engage organizations to work towards a goal of reducing regional carbon dioxide (CO₂) emissions 20% below 1990 levels by 2010 by facilitating strategies to reduce CO₂ emissions through increased energy and fuel efficiency and through the use of renewable sources of energy. This compares to the Kyoto Protocol's goal of a 5% reduction over the same period, and to

Governor Schwarzenegger's recent call for California to reduce emissions to 2000 levels by 2010, to 1990 levels by 2020, and to 80% below 1990 levels by 2050.

SSV provides educational forums for the public and technical assistance to member organizations and serves as a clearinghouse to share best practices through ongoing meetings and events. Participants are also publicly recognized and applauded for their accomplishments.

SSV focuses on the desired outcome, rather than compliance-driven standards, participants can choose the methods to reach that outcome that makes the most sense financially and technologically for each of them. Environmental benefits come from these outcomes, not the means used to achieve them.

Greenhouse Gas Emissions Inventory/Regional Study

The emissions study will begin with ICLEI conducting inventories of emissions from publicly owned buildings, vehicles, waste treatment plants and other facilities. ICLEI is already working with PG&E to get energy consumption data for the participating cities and counties. In mid-March ICLEI will hold a kickoff workshop where participating municipalities will get more information on data requirements. Once the study is complete, goals for reducing emissions can be set and targets of opportunity developed. SSV will assist with analysis of the study results and development of goals and action plans for the future. Results of the Town's emissions will be compiled along with those of other public agencies to understand the larger regional impact. Working collaboratively with other public agencies, the Town can leverage best practices and work toward a regional approach to reducing GHG emissions.

The GHG inventory and regional study is an important step toward development of local as well as regional plans for reducing emissions. To participate in the collaborative effort, the Town must pass a resolution to undertake ICLEI's Cities for Climate Protection Campaign's five milestones to reduce both greenhouse gas and air pollution emissions throughout the community. The five milestones are:

- Conduct a greenhouse gas emissions inventory and forecast to determine the source and quantity of greenhouse gas emissions in the jurisdiction.
- Establish a greenhouse gas emissions reduction target.
- Develop an action plan with both existing and future actions which, when implemented, will meet the local greenhouse gas reduction target.
- Implement the action plan.
- Monitor and report progress.

ICLEI and SSV will not only provide service to conduct the GHG inventories but will also be available to provide technical assistance in analyzing the data, development of reduction targets and action plans. Emissions reduction targets are voluntary and while there are no sanctions for failing to meet the goals, the Town is undertaking this project to help make a concerted effort to set realistic action steps and goals. The Town's efforts will be recognized and published annually in the SSV annual report.

RELATED CLIMATE PROTECTION ACTIVITIES

Ongoing climate protection activities will continue to be a priority throughout the process of development of the emissions study and goal setting. Some notable environmental accomplishments include:

Certification as a Green Business

The Bay Area Green Business Program is a cooperative effort that assists businesses and public agencies to come into compliance with all environmental regulations and take steps to prevent pollution and conserve resources. Certified green businesses and public agencies may display the Green Business logo on their premises and in their advertising. The Green Business Program markets the logo so that consumers can identify environmentally responsible businesses. The public's growing environmental awareness represents purchasing power that can motivate businesses to become "green."

To become certified green, businesses must practice resource efficiency and assume stewardship for the Earth and its resources with the goals of achieving a successful business operation, a healthy bottom line, and sustenance of the environment and its inhabitants. The following Los Gatos businesses have been certified Green Businesses:

- Akeena Solar
- C Kirby Consulting
- Crimson Restaurant
- HLD Group Landscape Architecture
- Hotel Los Gatos
- Los Gatos United Methodist Church
- Los Gatos Village Printers
- Sereno Group
- The Town of Los Gatos

A Green Business not only conserves resources but also educates employees and customers about resource conservation. Beginning in April, staff will initiate an educational campaign to promote the Green Business Program (Attachment A). Each month, staff will send all employees tips for going green along with information about climate protection. The tips and educational resources will be posted to the Town's website for the public to access.

West Valley Greenleaf

On November 29, 2006 the Town hosted a meeting of the West Valley Greenleaf Committee, founded by Los Gatos Mayor Barbara Spector along with Ann Waltonsmith and Erin Garner of Monte Sereno. West Valley Greenleaf is a committee of residents from the three West Valley Cities who are working together to promote a brighter and more sustainable future. Within one month of their first meeting, the Committee received a \$2,500 grant from PG&E, developed a website, blogs and organized an LED Campaign to encourage residents to switch to LED holiday lights. They led a competition among the 3 communities and Monte Sereno was declared the winning community, having the greatest number of households switching to LED holiday lights. In addition to preparing their initiatives and projects for 2008, they are also organizing an Earth Day event to be held on April 5.

General Plan Review/ Capital Improvement Program (CIP)

Although the greenhouse gas emissions study will not be completed in time to have the data available for preparation of the 2008/2009 budget and CIP, Staff will consider “green” expenditures wherever it is financially feasible and cost effective.

Green Building Standards

The Town will work cooperatively with other local jurisdictions and agencies to develop regional green building standards. Benefits of a cooperative, regional program include bringing consistency to the program to make it easier for the builder community to understand and comply. By involving builders in the discussion and development of the standards there can be improved understanding and buy-in from the start. The General Plan update will incorporate review and discussions of green building standards.

NorCal Solar Energy Association – City Solar Awards

The Town of Los Gatos was recently honored with 2nd place by the NorCal Solar Energy Association for the number of solar projects installed in a medium-sized city. As of December 31, 2006 the Town had a total of 149 solar installations. The innovative solar recognition program, called the City Solar Awards (CSA's) recognizes cities for the amount of solar photovoltaic (PV) technology installed on homes, businesses and municipal buildings. The CSAs raise public awareness about the benefits of solar technology and develop a spirit of friendly competition between municipalities that will encourage the creation of specific solar goals. The awards are based on the total amount of grid-tied PV installations on all buildings.

Hybrid Vehicles

The Building Department recently purchased a Ford Escape hybrid. As new vehicles are purchased, staff evaluate whether a hybrid will meet the program's needs. Whenever possible a hybrid will be considered. The Town also has a large fleet of CNG (compressed natural gas) vehicles that use the Town's CNG station at the Yard. These CNG vehicles will likely be replaced with newer CNG vehicles, rather than hybrids because CNG vehicles have extremely low CO2 emissions and CNG fuel costs are lower. Since the CNG station was recently upgraded, the Town will continue to utilize that asset as much as possible. The City of Saratoga also uses the Town's fuel station for their CNG trucks. In some instances, hybrids may not meet needs and will be replaced with regular vehicles. For example requirements for Police vehicles and large trucks cannot be met with the currently available hybrid vehicles.

Bachman Park Irrigation Improvement

The lawn area at Bachman Park is in the process of being renovated to replace the outdated irrigation system. The new irrigation system has been designed with input from the Santa Clara Valley Water district and will have water saving devices to irrigate the lawn in a much more efficient manner. The current irrigation system's efficiency rating is 5%. The new system will be closer to 100% efficient. The Town will review water usage and irrigation at other parks and facilities to make improvements whenever possible.

Community Services Commission/Advisory Body on Climate Protection Activities

The CSC has designated a subcommittee to serve as the Advisory Body for Climate Protection Activities. The Advisory body includes Transportation, Parks and Planning Commissioners in

addition to the members of the Community Services Commission. Working collaboratively, the group will assist with review and input on items related to “green activities.”

CONCLUSION

Climate Protection activities have become a part of doing business today. Staff considers “green” alternatives whenever possible and seeks to make choices that are least impacting to the climate. Membership in ICLEI and SSV provides the Town with access to valuable resources regarding to climate protection activities and best practices. In collaboration with Joint Venture Silicon Valley and other municipalities the Town will benefit from an inventory of local and regional GHG emissions. Both SSV and ICLEI can provide the Town with technical assistance to set realistic goals and targets to do our part in reducing GHG emissions. The Town’s efforts will be recognized in the SSV Annual Report and will demonstrate the Town’s commitment to a green and sustainable future.

The Town has numerous environmental initiatives already in place and can be proud of the accomplishments that have been achieved. Partnership with ICELI, SSV and JVSV will enhance the Town’s ability to adapt to environmental needs and mitigate further impact by providing data and technical support. This report will go to the Town Council for their consideration on February 19. The Commission’s input and feedback are appreciated.



MEMORANDUM

COMMUNITY SERVICES DEPARTMENT

To: Community Services Commission
From: Regina Falkner, Community Services Director
Subject: Community Grant process
Date: January 30, 2008

The Community Grant program provides grants to non-profit agencies through General Fund, Community Development Block Grant (CDBG), and other funding sources. Human services and CDBG capital project applications are reviewed by the Community Services Commission for recommendation to the Town Council; the Arts Commission reviews arts, cultural, and educational service agency applications.

This memo will provide an overview of the review process for the 2008/2009 Community Services Commission review of human services and CDBG capital project applications. A detailed timeline is also attached to this memo.

Application Period/Staff Review

Applications for Community Grants are accepted from nonprofit organizations between January 2nd and January 31st. All applications received are reviewed for completion by CSD staff and a summary sheet is prepared for the members of the Arts Commission Evaluation Committee.

CSC Evaluation Committee Review

At the regular February 7th CSC Meeting, staff provides the Evaluation Committee with copies of the grant applications and summary sheets.

The week of February 12th, the Evaluation Committee meets to review summary sheets and applications. At that meeting, they make allocation recommendations and may contact nonprofits as needed with questions.

CSC Recommendation

On March 6, 2008 the CSC holds a public meeting to consider the Evaluation Committee's allocation proposal. Community Grant applicants are again invited. Applicants who attend the meeting may make short statements regarding their application and Commission members may ask questions of them. The Commission makes a funding recommendation to the Town Council at that meeting.

The Town Council will hold a public meeting on April 7th to which applicants are invited. The Evaluation Committee chair attends the meeting to support the recommendation to Council. Community Grant applicants that attend the Council meeting may make short statements regarding their application, and Council members may ask questions of them. The Council refers the grants to the budget process. The final approval of the budget takes place at the June 2nd Council meeting.

ATTACHMENT - CSC COMMUNITY GRANT TIMELINE

Date	Task
December 20, 2007	Public notice in Los Gatos Weekly: availability of funds
January 2, 2008	Applications available
January 31, 2008	Applications due by 4:30 p.m.
February 1 – February 12, 2008	Staff review applications and prepare summary documents.
February 7, 2008	Application and summary documents given to Community Services Commission Evaluation Committee at regular February Community Services Commission meeting.
Week of February 19, 2008	Community Services Commission Evaluation Committee meets to review applications and summary documents, and contacts applicants as needed. Committee meets to consider allocation recommendations.
February 29, 2008	Public Hearing Notice for Community Services Commission meeting in Los Gatos Weekly.
February 29, 2008	Community Services Commission meeting packet mailed to Commissioners and applicants. Applicants invited to attend meeting, for brief presentation and question/answer period.
March 6, 2008	Community Services Commission meeting: brief presentation by applicants, questions of applicants by Commissioners, and consideration of allocation recommendations to Council.
April 7, 2008	Town council meeting: adoption of resolution allocating FY 2008/09 CDBG funds; Community Grant allocations referred to town budget process. Commissioners attend to make recommendation to Council.
May 5, 2008	Town Council meeting: Public Hearing to consider FY 2008/09 Preliminary Operating Budget.
June 2, 2008	Town Council meeting: adoption of FY 2008/09 Operating Budget.